TRADING PARTNER TESTING VERIFICATION COMPLETION INSTRUCTIONS
EXCHANGING X12 837, ACKNOWLEDGEMENT, AND 835 TRANSACTIONS

This attachment contains instructions on exchanging the X12 837, Acknowledgement, and 835 transactions. The information in this attachment is in the following order:

- Section I – Connecting to the EDI web site
- Section II – Sending and receiving X12 837 and acknowledgment
- Section III – Receiving the X12 835
- Section IV – Provider Electronic Solutions (PES) connectivity and exchange

SECTION I - CONNECTING TO THE EDI WEB SITE

The EDI Department will support the following data exchange methods for the X12 837, Acknowledgement, and 835 transactions:

- Secure Web, using an Internet Service Provider (ISP) and a personal computer with a modem, browser, and encryption software.
- Remote access dial-up (RAS), using a personal computer with a modem and browser and encryption software.
- 3480, 3490, 3490E cartridge tapes, by which trading partners may exchange the X12 837 transaction only.

CONNECTING USING SECURE WEB

To connect to the DHCF EDI web site via your internet service provider (ISP), open your web browser and enter the DHCF EDI Address, https://www.wisconsinedi.org.

CONNECTING USING RAS

To create a dialup connection to the EDI RAS server, please follow the instructions provided by your modem's manufacturer for proper modem installation. As not all Windows Operating systems are identical in design, you may have to search for the dialup networking installer either in My Computer, Control Panel, or in the Start Menu, and then double click on Network and Dial-up Connections. Please note that the examples provided may not directly match your computer's dialogue boxes.
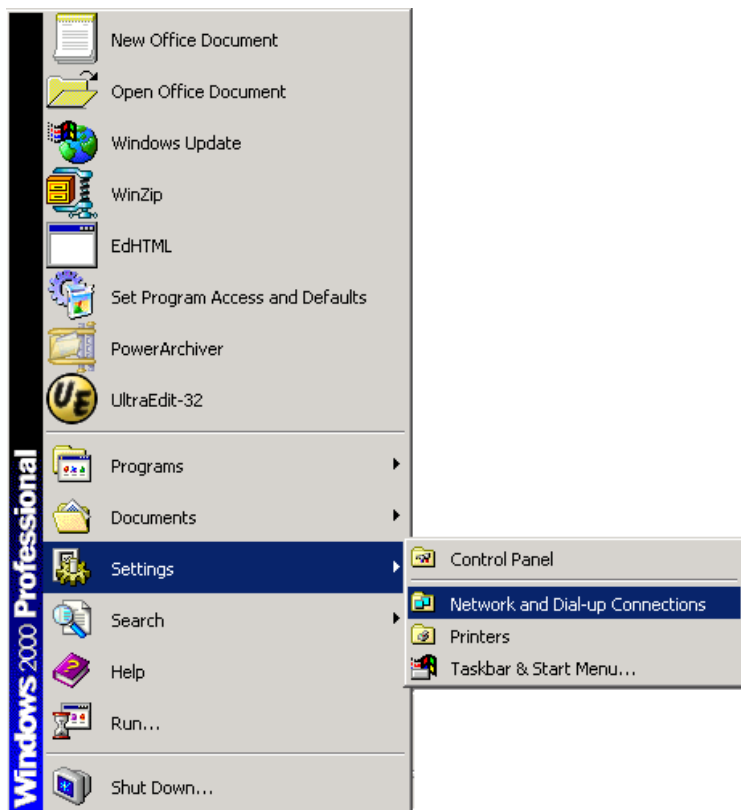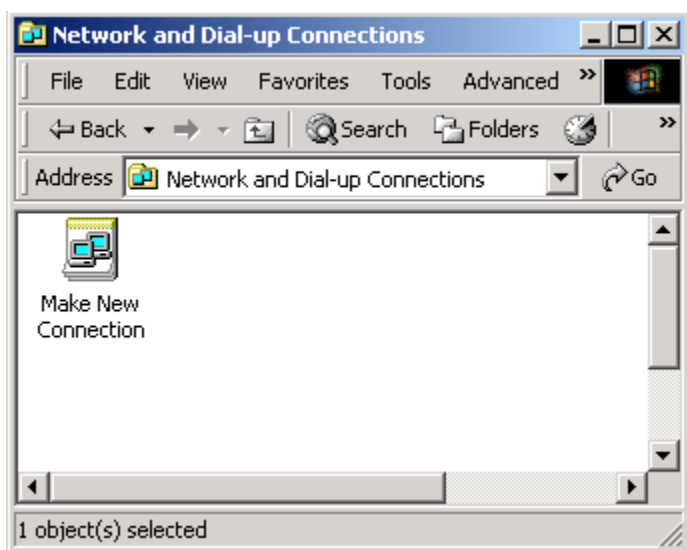
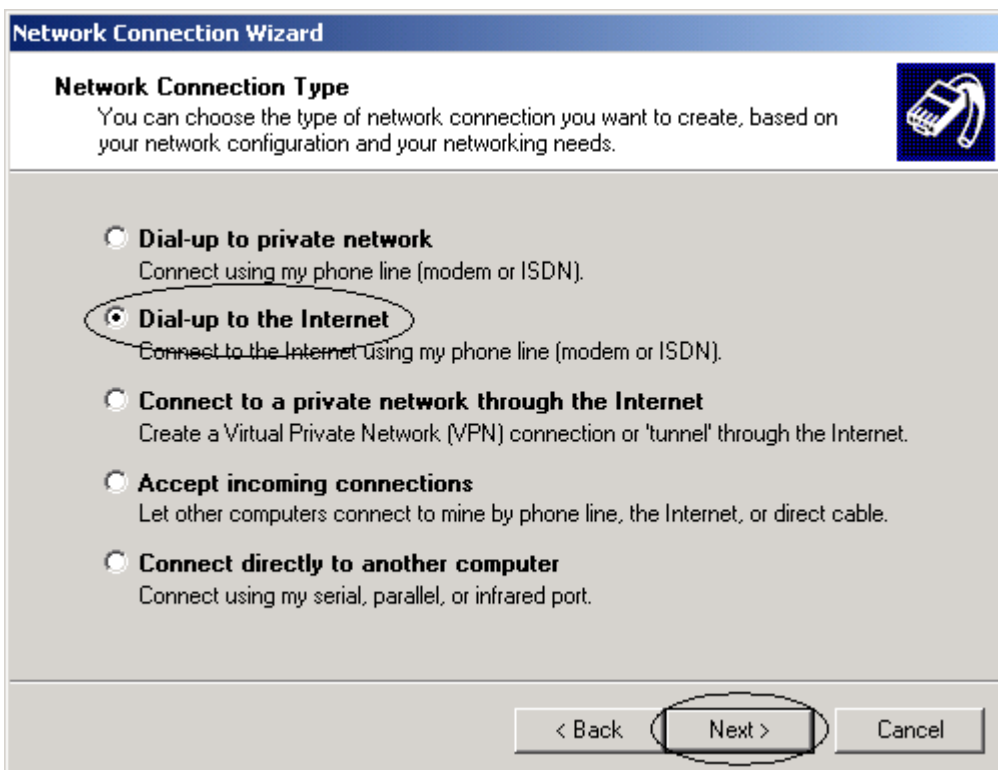My Computer
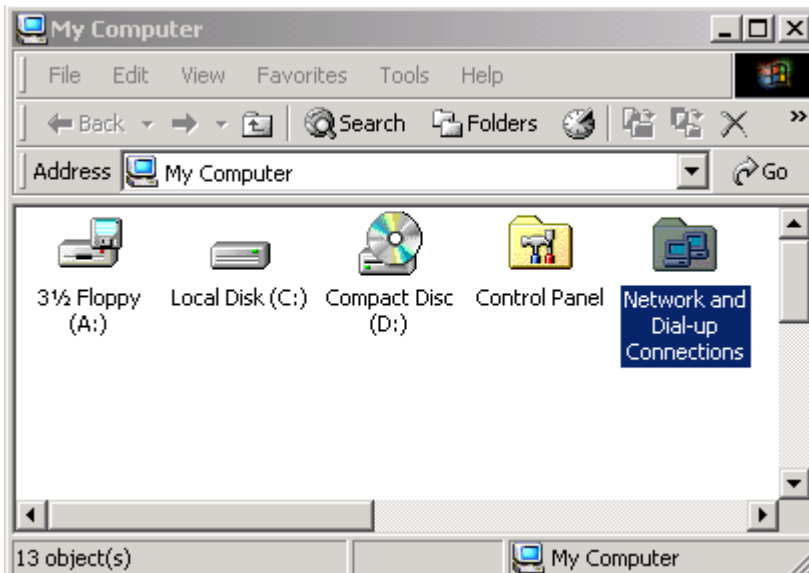
Control Panel
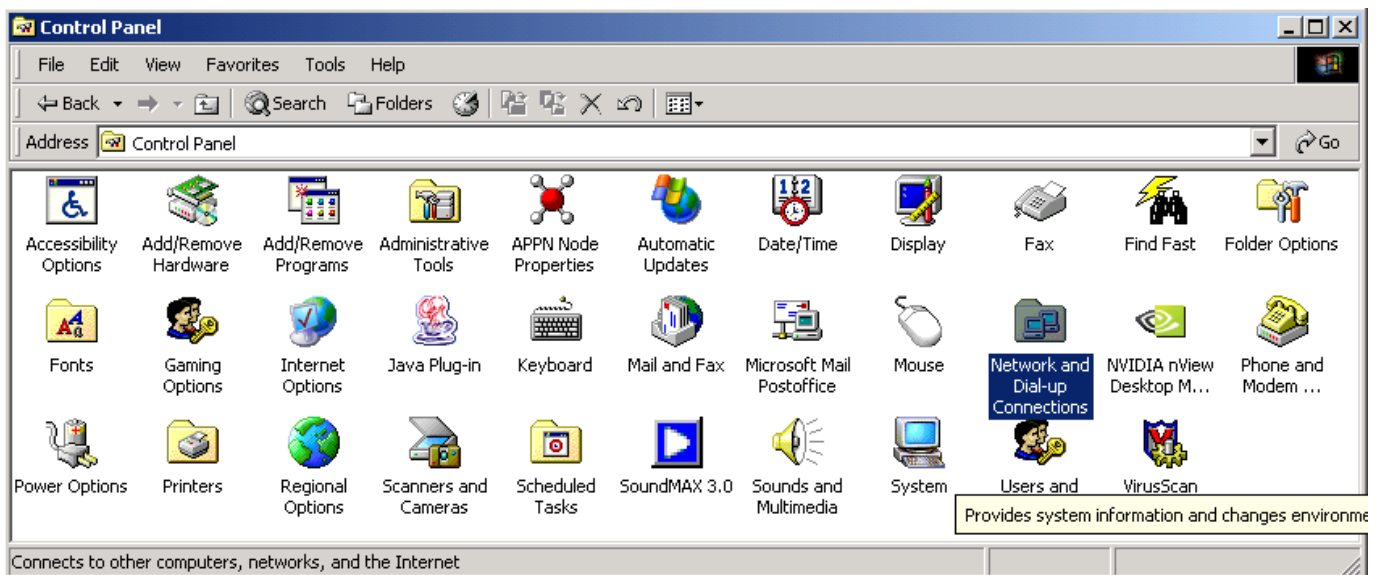
Start Menu

Double click on the Make New Connection icon.

After the initial Network Connection Wizard dialog box appears immediately click Next.

Select Dialup to the Internet and the click Next.

Insert the DHCF EDI dial up phone number - (608) 221-2152 and click Next.

Enter the EDI User Name and Password for the dialup networking account as follows and click Next.

User name: dialupuser
Password: rwt07&a1

Note:
This information is case sensitive, so please type all of the alphabetic characters in lowercase. **(NO CAPITAL LETTERS)**

Enter a name to identify your DHCF EDI dialup networking connection and click Next (the following is provided as an example).
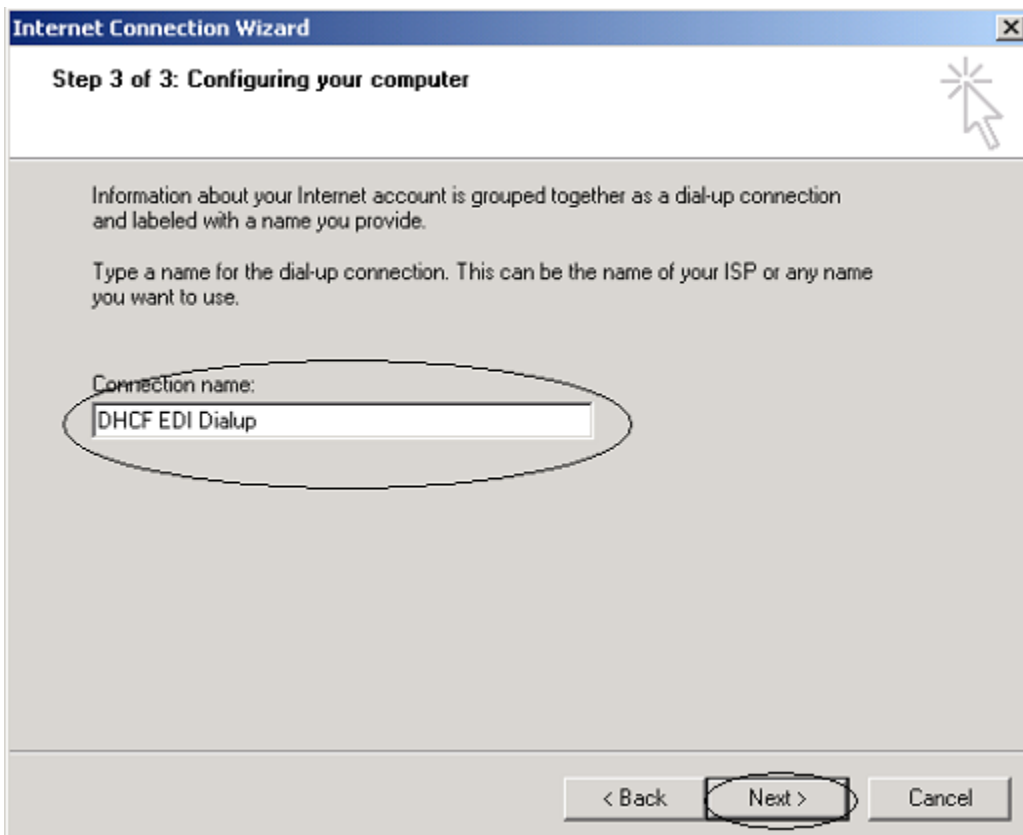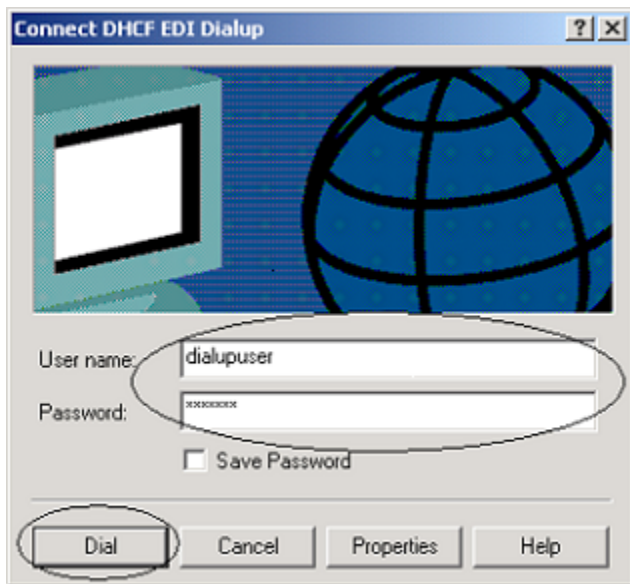

A prompt may appear requesting to create an internet email account. Select "No" and click Next, and then click Finish.

Return to the Network and Dial-Up Connections dialogue box and double click the DHCF EDI Dialup icon.
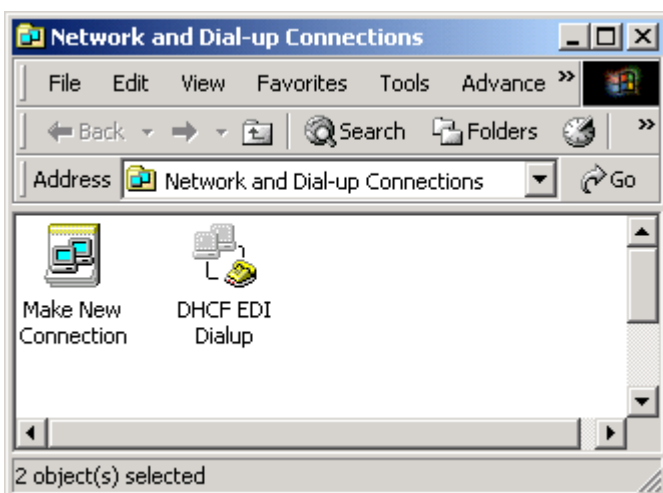
Your user name and password should be displayed on the connection screen as follows.

Click Dial.

After the connection has been successfully made, open your web browser and enter the DHCF EDI address, https://www.wisconsinedi.org.

EDI CARTRIDGE TAPE REQUIREMENTS

The DHCF EDI Department will only accept 3480, 3490, and 3490E magnetic tape cartridges containing the X12 837 Health Care Claim, Dental, Professional, and Institutional transactions following these format requirements.

- ASCII format
- The external label must contain the trading partner id
- Block size must be coded to 32760
- Pad the remaining block(s) after the X12 trailer segment with null characters.
- No compressed files
- No encryption
- No internal label

SECTION II - SENDING AND RECEIVING X12 837 AND ACKNOWLEDGEMENT TRANSACTIONS

In order to exchange X12 837 and Acknowledgement transactions, trading partners are required to maintain at least one logon and password at the EDI web site, www.wisconsinedi.org. Please refer to Attachment II of the Trading Partner Testing Verification Completion Instructions for more information on user registration. Following are the instructions for exchanging the X12 837 and Acknowledgement transactions.

Step 1 - Login

Enter your user name and password.

If you have not registered to use the EDI web site, please refer to Attachment II of the Trading Partner Testing Verification Completion Instructions for more information on user registration.

Step 2 - Uploading X12 837 Test File(s)

Click Upload Test Files

Click on the browse button and locate the X12 837 transaction file(s) on the computer or network to submit for testing. Trading partners may submit up to 5 files at a time for testing.

Trading partners will receive the following screen indicating a successful submission.
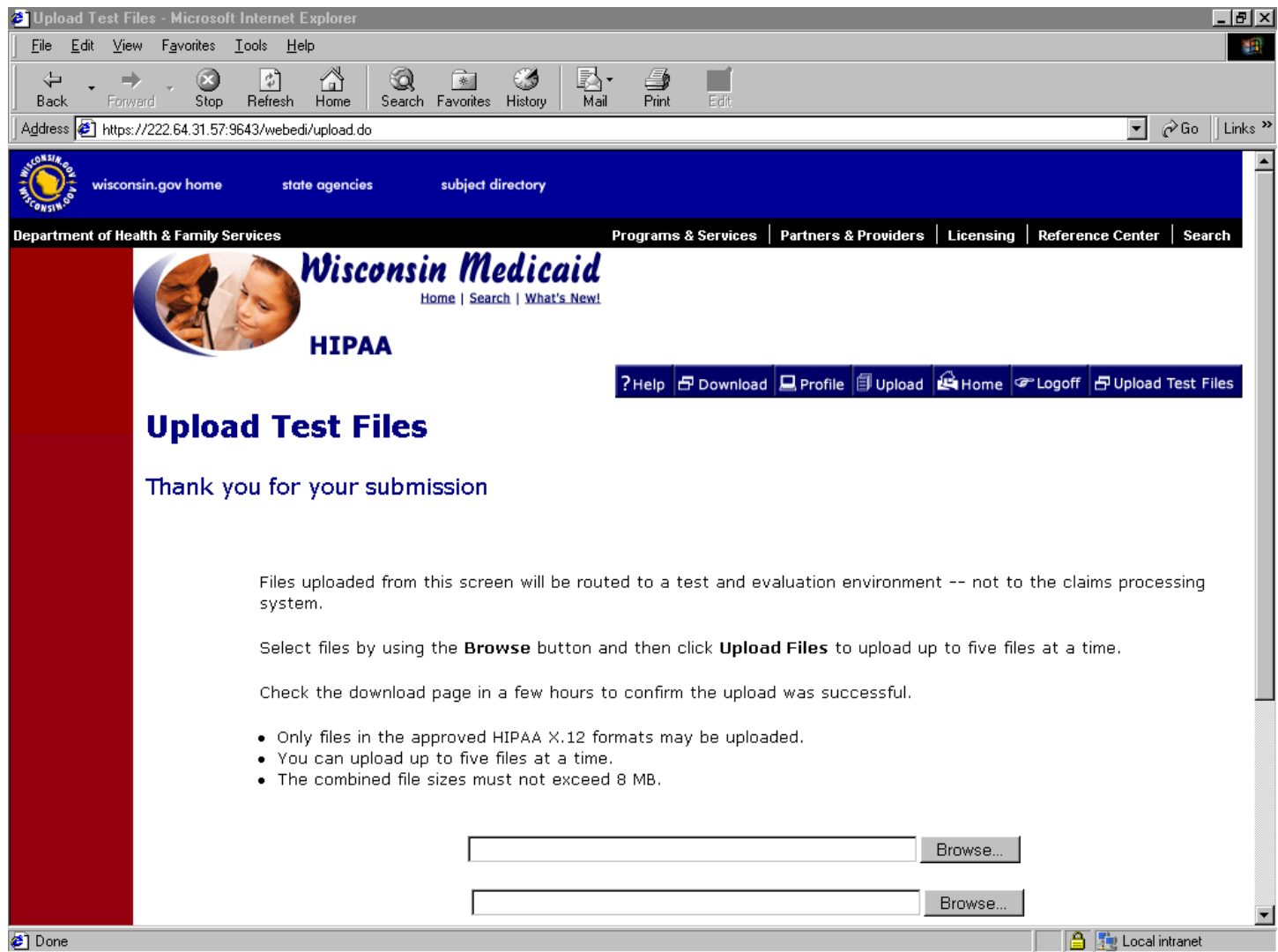
Step 3 – Downloading Acknowledgments

To verify the validation of the X12 837 test file(s) submitted via the EDI web site, trading partners are required to also download the applicable acknowledgement. Please reference the EDI TA1 and 997 companion guides located on the DHFS web site, http://www.dhfs.state.wi.us/medicaid9/edi/edi_enroll_compguides.htm, for more information on verifying the status of an X12 exchange.

The EDI department will only generate rejected TA1 (TA104 = R) transactions if the interchange information provided on the X12 837 is not appropriately recognized. Trading partners should reference the applicable X12 837 companion document located on the DHFS web site, http://www.dhfs.state.wi.us/medicaid9/edi/edi_enroll_compguides.htm, to verify the interchange requirements. The EDI department will not generate accepted TA1 transactions and will use the 997 transaction to indicate accepted/rejected transactions.

Click Download Test Files

Trading partners will receive the following screen. Trading partners may select from the following options when downloading files:

- New files only
- All available files
- Previously downloaded file

Trading partners may click on a link to download the acknowledgement transaction file(s), or if multiple files exist trading partners can zip files in the list to prior to downloading. The default setting for downloading files is New Files Only. Trading partners may also filter the list of files displayed by clicking on All Available Files or Previously Download. The Trading partner id will precede the file name.

Sending X12 837 Files Using Cartridge Tape

Trading partners may also send the X12 837 Health Care Claim transaction files using cartridge tape. Please reference Section I of this attachment for cartridge tape format specifications. Cartridge tapes received by the EDI department that do not match the documented format specifications will be returned unprocessed to the trading partner.

Please mail cartridges to the following address. All cartridges will be returned to the original sender.

Tape Librarian
DHCF EDI Department
6406 Bridge Rd
Madison WI 53784-0009

The EDI department will process the test files contained on the cartridge tape and notify the trading partner on the evaluation results. The applicable X12 acknowledgements will also be created for cartridge tape submissions; however trading partners will be required to download them from the EDI web site. Please reference Downloading Acknowledgements in this attachment for specific instructions.

SECTION III - RECEIVING THE X12 835 TRANSACTION

Trading partners requesting to test the X12 835 transaction should contact the DHCF EDI department to obtain a test billing provider number to use for testing. Trading partners will be required to submit an X12 837 Health Care Claim transaction test file (containing the test billing provider number) in order to receive the corresponding X12 835 Health Care Claim Payment/Advice transaction test file. **Trading partners utilizing separate third parties for sending the X12 837 and receiving the X12 835 transactions on the trading partner's behalf must coordinate this testing.**

To exchange the X12 835 transaction trading partners are required to maintain at least one logon and password at the EDI web site, www.wisconsinedi.org. Please refer to Attachment II of the Trading Partner Testing Verification Completion Instructions for more information on user registration.

Following are the instructions for exchanging the X12 835 transaction.

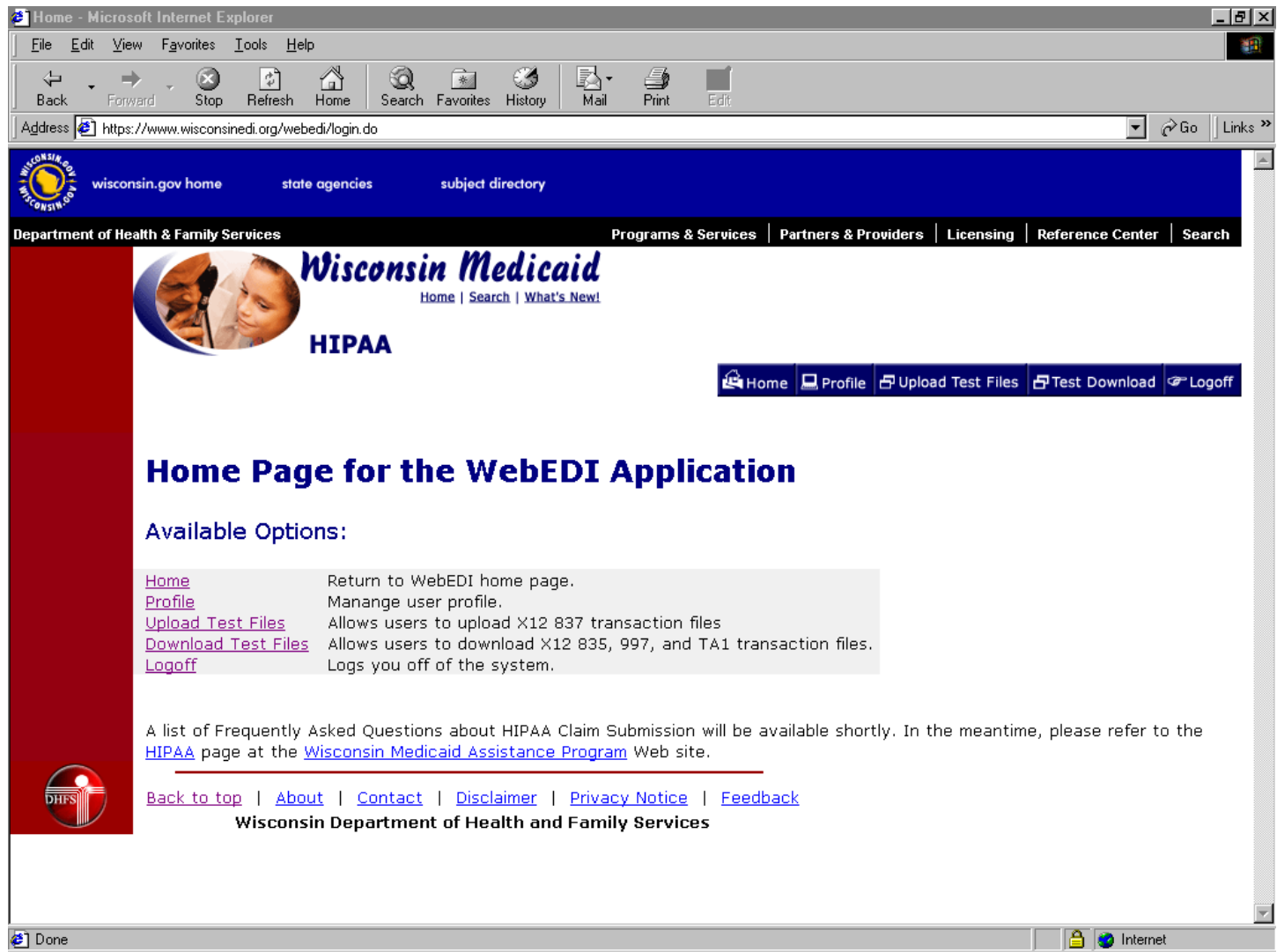Step 1 - Login

Enter your user name and password.

If you have not registered to use the EDI web site, please refer to Attachment II of the Trading Partner Testing Verification Completion Instructions for more information on user registration.
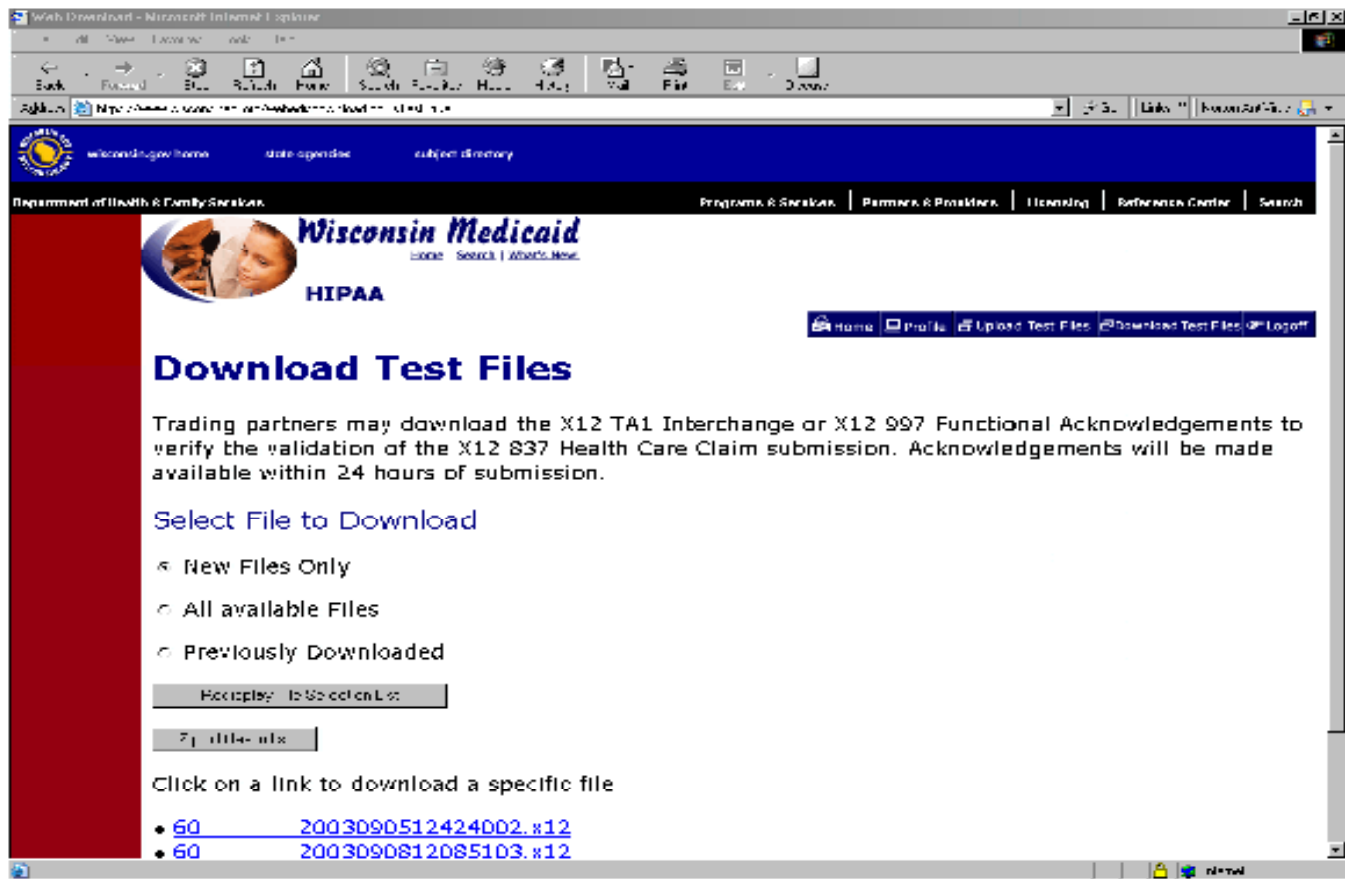
Step 2 – Downloading X12 835 Transaction

Click Download Test Files

Trading partners will receive the following screen. Trading partners may select from the following options when downloading files:

- New files only
- All available files
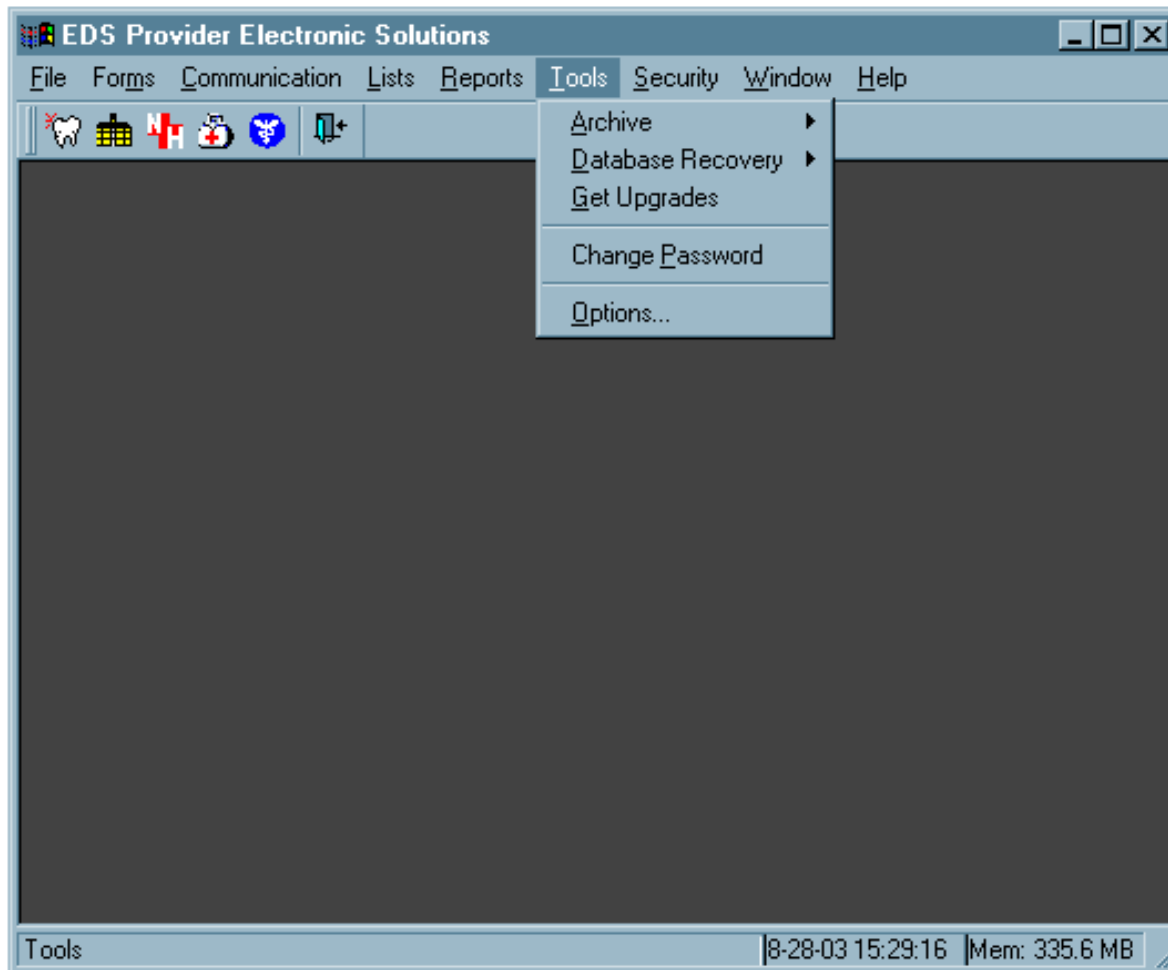- Previously downloaded file

Trading partners may click on a link to download the X12 835 transaction file(s), or if multiple files exist trading partners can zip files in the list to prior to downloading. The default setting for downloading files is New Files Only. Trading partners may also filter the list of files displayed by clicking on All Available Files or Previously Download. The Trading partner id will precede the file name.
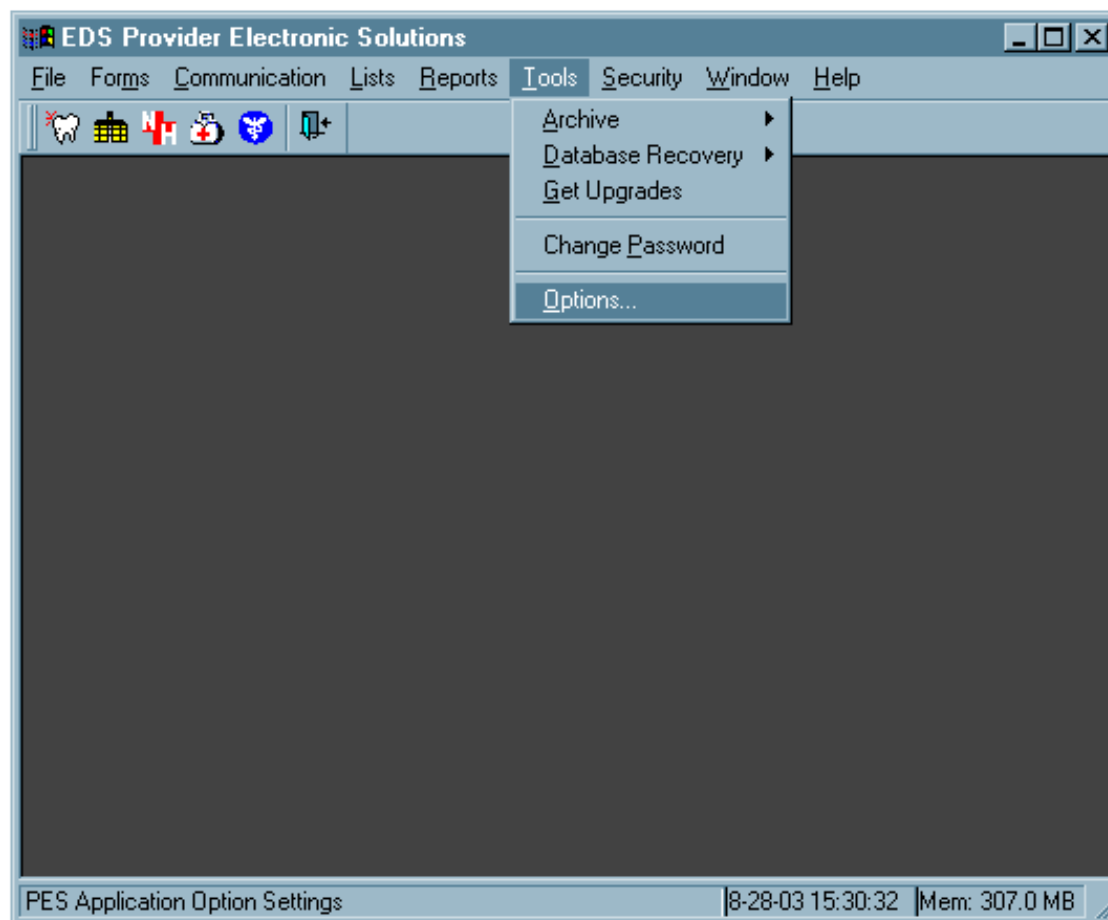
SECTION IV – PES CONNECTIVITY AND EXCHANGE

The DHCF requires all Provider Electronic Solutions (PES) users to test for software connectivity. This will ensure all PES users are properly setup to submit and download electronic transactions to the DHCF EDI Department.   Following are the instructions for PES connectivity and exchange.

Click on the Tools menu

Click Options

Select the Web tab.

Verify the Environment Ind is populated with a 'T' for Test.

Click on the Close command button to exit out of Options.

Create and submit a test claim in PES. Refer to appropriate claim sections in the PES manual on how to create and submit a claim.

Pick up a 997 Acknowledgement the following day or the 835 Electronic Remittance and Status Report the following week. Refer to Batch Response in the Communications section in the PES manual on how to view these reports.

Please ensure to change the Environment Ind to 'P' in Options when submitting production claims to the DHCF EDI department.